

**TAB**

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S E C R E T

ASSISTANT CHIEF FOR OPERATIONS  
LOGISTICS OFFICE

Discussion

There has been no change in relationship of this office with the operating divisions other than the additional responsibility imposed by the placement of the Printing and Reproduction Division under the Assistant Chief for Operations.

Justification

The work load distribution within the Office of the Assistant Chief for Operations has been reviewed and has resulted in the elimination of one professional position and an increase of one clerical position.

S E C R E T

Statement of Functions  
ASSISTANT CHIEF FOR OPERATIONS  
LOGISTICS OFFICE

1. To recommend to the Chief of Logistics the establishment of new logistical policy or the modification of existing logistical policy as related to the operations of the LO divisions necessary to bring about efficient and economical logistical support to Agency programs in a manner consistent with policy laid down by the Director.
2. To direct the implementation of logistical policy laid down by the Chief of Logistics.
3. To provide policy guidance and management control for the operating divisions of the Logistics Office.
4. To determine the scope of the actions to be undertaken by the operating divisions of the Logistics Office in providing logistical support to Agency projects and programs.
5. To direct and review the development of plans for the achievement of long-range objectives in the operating divisions of the Logistics Office.
6. To represent the Chief of Logistics on certain operational matters in negotiation of logistical support arrangements with other government agencies.
7. To serve as the Chief Executive Office for logistical matters requiring top-level policy or operational decision when the Chief of Logistics and Deputy Chief are away.

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